My Focus

Report Portal 2 0 Internal Trainer Guide

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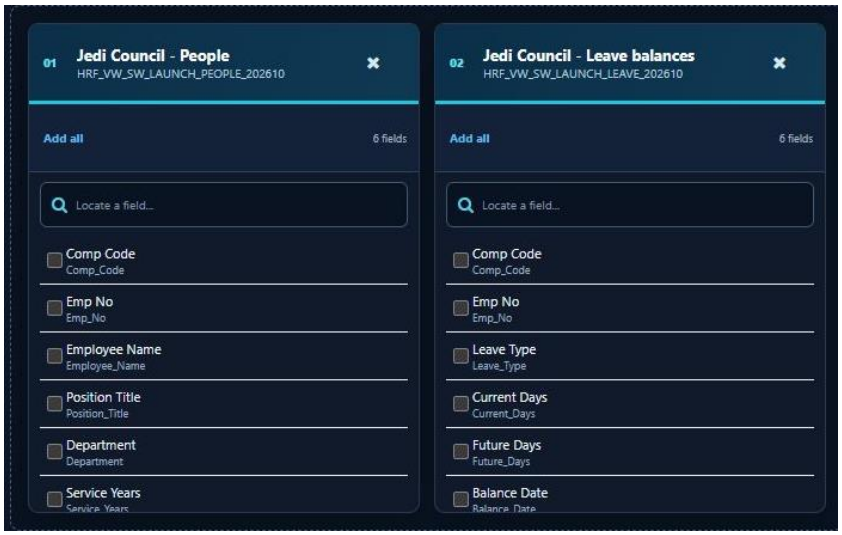
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1. Prepare the session

Teach users to find a secured report, apply criteria, check scope and distinguish a personal definition from a background result. Explain joins before presenting totals.
Use thirty minutes: three for purpose/access, twelve for the walkthrough, five for configuration, five for practice and five for questions. Dates and presenters are undecided. This is Coming Soon material; At Launch copy remains held.



Secured source fields used for the fictional Jedi Council report.
Prerequisites: normal signed-in user with intended module and record scope, verified fictional starting record and current deck. Keep configuration explanation separate from the employee demo. Never share credentials or real records.

2. Run the demonstration

1. Find a fictional Jedi Council report with catalogue filters.
2. Explain source relationship, criteria and result row count.
3. Use the retained deck to explain field order, formats and chart measures.
4. Explain definitions, queued/ready states and Background history.

Start at Modules/HRF_REPPORTAL/HRF_REPPORTAL_MAIN_V2.aspx. Rehearse with the intended ordinary persona. Explain what is visible, why it matters and which native action follows. Stop before a write unless separately authorised.

Ask for the company-plus-employee join and what an export dialog proves. Expected result: the learner checks relationships and requires the actual downloaded file.

Record unanswered questions with screen, role, expected behaviour and a privacy-safe symptom. Use the normal reviewed support/knowledge process later. This pack sends no messages.

3. Explain administration and limits

Modules/HRF_REPPORTAL/ADMIN/HRF_REPPORTAL_ADMIN_REPORTS_SETTINGS.aspx requires exact ADMINISTRATOR membership. Review viewer, background timeout/retention/concurrency, builder and subscription settings.
Binary chart export remains uncleared because of geometry limits. The six-row background example is not a benchmark. IIS and target workload still require validation. Do not repeat a 200-employee performance claim.

Control or prerequisite	Use and boundary
Can every user see this	Explain actual licence, settings, group/menu rights and record scope.
Does opening it complete work	Viewing, saving, submitting, approving and external processing are separate actions.
Does a screenshot prove acceptance	Use relevant runtime, output and access evidence for each claim.

Refer to the matching user/configuration guides in ../11_Manuals. Keep UAT/deployment decisions with their owners. Master sales/QA deck comparison remains outstanding; do not claim complete alignment without reviewing that master.

4. Hand over to the consultant

Control or prerequisite	Use and boundary
Current editable deck	../01_Presentation/MyFocus_Report_Portal_2_0_Coming_Soon_Final_v2.pptx
Matching narration	../02_Synthesia_Narration/Brendan_2026-10-17_Report_Portal_2_0_Video_Script.txt
Reviewed captures	../05_Product_Visuals and relevant ../09_Additional_Content when present.
User and configuration guides	../11_Manuals/Report_Portal_2_0_User_Manual_2026.10.1.0 and Report_Portal_2_0_Configuration_Guide_2026.10.1.0 in DOCX PDF and HTML.

Before reuse, check deck and narration editions together, open the local guide and confirm the persona sees the intended record. Use the reviewed deck as fallback. A video folder alone does not establish reviewed video availability.

Reset by clearing filters, returning to the starting route and closing unsaved editors without submission. For a separately authorised write, follow its agreed native correction/reset procedure. Do not delete records or run seed/rollback scripts from this handoff.

Hand over starting state, persona role without credentials, expected results, known limits and unanswered questions. This creates no Hub publication, meeting or release date.